

Miscellaneous

THE CAP INSURANCE/BENEFITS PROGRAM

CAPR 900-5, 31 Mar 99, is supplemented as follows:

7b(1). Added. All units with vehicles assigned are required to forward insurance payments directly to Wing Hqtrs. Payments may be made either Annually (to arrive at Wing Hqtrs. by 10 Jan) or quarterly (10 Jan, 10 Apr, 10 Jul, 10 Oct). Units will attach payments to VA Form 31.

7b(2). Added. Submission of payments will be accompanied by a completed VA Wing Form 31. This form may be reproduced locally.

7b(3). Added. Any unit taking delivery of a vehicle will be expected to pay the quarterly insurance payment to Wing Hqtrs. This payment will be made without regards to the calendar day of the quarter the vehicle is received (i.e.: 1st day or last day). The requirement for the quarterly payment will be in effect in the event of inter-unit transfers. Approval by the Group Commander, Wing Director of Logistics, and the Wing Commander are required.

18. Added. In order for Units to be covered by CAP Insurance during Unit activities which occur away from the unit's home base/location; i.e. field trips, uniform runs, etc.

a. Units must request and receive a Mission Number from the Wing CC or designees prior to the event.

b. The request must be made by the Unit Commander or Acting Unit CC.

c. It should be on unit letterhead and state complete details about the planned event.

d. Details are to include: OIC, date(s), time of departure and return, purpose, travel requirements, include Veh. ID # if Corp. vehicle(s) used, means of constant contact (pager or cell ph. #) and other pertinent details. Will identify drivers with valid CAP Drivers License and chaperones.

e. The Wing CC or his designee will review the request and respond with either an approval or disapproval of the request.

f. The Wing CC or his designee will assign a VA WG Mission Number and return their approval of the request back to the original requestor.

g. This request may be made in writing, faxed, or by e-mail.

h. The Unit should attach a roster of those participating in the event or a TSA and/or MSA, if required by host organization, to the letter requesting authorization from the Wing CC or his designee.

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OPR: JA

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